

**Security Note: 16-09**

Year: 2009      Authorization: **APPROVED**

From: Director, Administration and Resource Management Division  
To: Security Coordinators

Subj: REPORTING PROCEDURES OF UNAUTHORIZED ABSENTEES (UA),  
DESERTERS, CIVILIANS IN ABSENCE WITHOUT LEAVE STATUS  
(AWOL) AND CONTRACTOR PERSONNEL

Ref: (a) SECNAV M-5510.30  
(b) MCO P5800.16A  
(c) MCO 12630.2

1. This Security Note is published to establish policy for the reporting procedures and collection of information as it pertains to Unauthorized Absentees, Deserters, Civilians in Absence Without Leave status, Contractor personnel and/or death. Per reference (a), these procedures apply only in such cases where the subject has access to classified information and the absence is believed to be contrary to the interests of national security.

2. Definitions:

a. Per reference (b), Unauthorized Absence (UA) is utilized when a Marine is absent from the parent command without authorized leave or orders. Desertion is utilized when a Marine is absent from the command without authority over 30 days.

b. Per reference (c), Absence Without Leave (AWOL) is utilized when a Civilian is absent for a period of time for which leave has not been approved and for which pay is not received.

c. Contractor: Although contractor personnel do not fall within the aforementioned categories, in a like manner these personnel will be reported when similar circumstances exist.

3. Reporting: Staff agencies/activities will report the following information to the HQMC, Security Manager regardless of circumstance, when personnel who have access to classified information have entered any status as previously defined. This practice applies to all personnel.


a. Full Name

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AND DESERTERS

- b. Section
- c. Clearance/Level of Access
- d. List of rooms subject has swipe access to
- e. Does subject have a SIPRNET account?
- f. Last known contact with subject
- g. Brief description of duties and classified information that subject may have had access to.
- h. Brief description of any known contacts, affiliations and/or conduct that are potentially related to the absence.

4. Inquiries: The HQMC, Security Manager will conduct an inquiry for the purposes of determining if there are any indicators from the individual's activities, behavior, or associations that are believed to necessitate an additional investigation. When such a concern develops, the command will report the information to NCIS for action.

5. Questions regarding this Security Note should be directed to the HQMC Security Manager at (703) 614-2320.

  
M. M. OLIVER, JR.  
By direction